

DEPARTMENT OF FINANCE AND ADMINISTRATION OFFICE OF PERSONNEL MANAGEMENT			
SPECIAL ENTRY RATE REQUEST APPLICANT SUMMARY SHEET (Applicant not hired)			
AGENCY / INSTITUTION			
CLASS TITLE		GRADE	CLASS CODE
APPLICANT'S NAME		DATE INTERVIEWED	
INTERVIEWED BY			
Applicant Qualifications:		Minimum Qualifications:	
Reason Not Hired:			
(Attach an additional sheet if necessary.)			
Rate at which employee would have entered the classification:			
Grade: _____		Pay Level: _____	
_____ Agency / Institution Personnel Representative		_____ Agency Director / Institution Head	
Date: _____		Date: _____	

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APPLICANT'S NAME		DATE INTERVIEWED	
INTERVIEWED BY			
Applicant Qualifications:		Minimum Qualifications:	
Reason Not Hired:			
<p>A better qualified applicant was chosen.</p> <p>(Attach an additional sheet if necessary.)</p>			
Rate at which employee would have entered the classification:			
Grade: _____		Pay Level: _____	
_____ Agency / Institution Personnel Representative		_____ Agency Director / Institution Head	
Date: _____		Date: _____	